




UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 10  
1200 Sixth Avenue  
Seattle, Washington 98101


DEC 8 2004

Reply To  
Attn. Of: OEA-095

**MEMORANDUM**

SUBJECT: Regional Quality Assurance Annual Report for Fiscal Year 2004 and Work Plan  
for Fiscal Year 2005

FROM: Ronald A. Kreizenbeck   
Acting Regional Administrator

→ Roy Araki, Regional QA Manager  
Office of Environmental Assessment 

TO: Reggie Cheatham  
Director, Quality Staff (2811R)

This is to transmit the completed Region 10's Regional Quality Assurance Annual Report and Work Plan for your consideration. If you have any questions, or need additional information, please call Roy Araki at (206) 553-6395, e-mail address: [Araki.Roy@epa.gov](mailto:Araki.Roy@epa.gov).

Enclosures

cc: William M. Riley, Director, Office of Environmental Assessment  
Rob Wilson, Unit Manager, OEA-TSU

**Quality Assurance Annual Report and Work Plan**  
**Fiscal Years 2004/2005**  
**Organization: USEPA Region 10**  
**by Don Matheny (OEA-TSU)**

**1. QUALITY MANAGEMENT RESOURCES**

**1.1 Personnel Resources**

	<b>FTE</b>	
	<b>Actual FY2004</b>	<b>Projected FY2005</b>
Organization's total filled FTE positions:	611	611
EPA (and other Federal) FTE involved in the management of QA and QC activities:	9.5	9.5
EPA (and other Federal) FTE involved in QA and QC technical support activities:	10*	10*
EPA FTE involved in other non-technical QA and QC support activities:	1	1
Contractor FTE involved in QA and QC support activities:	1.5**	1.5

\* estimated as 10% of project officers time with ~100 project officers in the organization

\*\* estimated LOE for the direct support of QA plan preparation and data assessment on 44 discrete projects

**1.2 Financial Resources**

	<b>Estimates (\$K)</b>	
	<b>Actual FY2004</b>	<b>Projected FY2005</b>
Extramural Resources (not including travel funds or training):	\$5.26K	\$5K
Travel oversight, surveillance, and audits/assessments:	\$4.39K	\$5K
Training (including registration fees) and travel for training:	\$4.43K	\$4K

**1.3 Adequacy of Resources**

Given the resources allocated for travel, Region 10 was able to meet it's planned and programmatic commitments in providing oversight, audits and assessments. It is anticipated that adequate travel dollars will be made available to accomplish the QA goals during FY 05.

## 2. TRAINING

### 2.1 Needs Assessment

Individual training needs for quality staff are determined on a one on one basis between staff and management. Minimal training requirements (e.g., 40 hour health and safety, basic inspector training, refresher courses, etc.) are routinely scheduled in order to maintain credentials and travel status as part of the Region's policy. Other specialized training (e.g., NELAC, air monitoring, etc.) are scheduled by individual staff based on specific needs and is highly encouraged by the RQAM. Training needs for programs are identified during the audit processes, program feedback and one-on-one consultations between program offices and the RQAM. Training resources are also made available through the Region 10's scientific/technical scholarship program.

### 2.2 QA and QC Courses Provided and Taken

QA and QC Courses Provided by Organization			
Course Title	Supplier	# Attendees	
		from Org.	from Other Orgs. (identify)
Laboratory Fraud/Ethics	Region 10		Private Labs - 20
QA Plan Development for Tribes	Region 10		Pacific Northwest Tribes - 40
QA Plan Development for Tribes	Region 10		Alaska Native Associations - 10
QA Plan Development for Inspectors	Region 10	10	
QA Plan Development for Inspectors	Region 10	10	State/County/Municipal Govt. Inspectors - 30
QA Requirements for Grants (provided during Grants Project Officer training)	Region 10	20	
QSR/TSRs for Environmental Labs	Region 10		Cook Inlet Keeper - 5

QA and QC Courses Taken by Organization		
Course Title	Supplier	# Attendees (from Org.)
Performance Evaluation Program Workshop (PM2.5)	OAQPS	1
Basic Inspector Training	USEPA	3

### 2.3 Other Training Information

Received basic health and safety refresher and project officer training as needed. Provide training with project officers and during systems reviews on a one-on-one basis regularly and as needed.

## 3. QUALITY SYSTEM-RELATED ACCOMPLISHMENTS

### 3.1 Innovative Practices

Nothing to report this year.

### 3.2 Revisions to Quality Management Plan

During FY' 04, Region 10 underwent a reorganization of it's major program offices. Recognizing the need to strengthen it's compliance and enforcement program, a significant consolidation of the Region's relevant support staff were combined within the newly created Office of Compliance and Enforcement. Additionally, the Region's Air and Waste Programs were also combined into the Office of Air, Waste and Toxics. Other changes occurred that are not mentioned here but can be found on the attached (hard copy only) organizational charts along with the Decision Memorandum from headquarters subsequently approving the new organization. It should be noted that the reorganization did not affect the structure of the Office of Environmental Assessment where the Regional Quality Assurance Manager (RQAM) resides.

As the working relationship between the technical staff and the RQAM has taken shape, a review of the Quality Management Plan (QMP) reveals several sections that are targeted for revision/updates during FY'05. At the time of this report, those sections include: Sec. 1 (Management and Organization) and Sec. 5 (Document and Records). Quality Staff will be informed of these updates at the earliest practicable time as they are finalized.

### 3.3 Technical Assessments

Technical Assessments				
Type	Org./ Project Assessed	Assessor (and Org.)	Date(s)	Finding and Corrective Action Status
CWA TSA	Spokane Tribal Laboratory	Peggy Knight, Isa Chamberlain	Jan-2004	Purpose was to determine drinking water certification
CWA MSR	Washington Dept. of Ecology	Peggy Knight, Isa Chamberlain	April-2004	Oversight of State Drinking Water auditors conducting certification audits
CWA TSA	Washington Dept. of Health	Rick Poeton	Aug.-2004	Observer for Drinking Water Cert. For Rad. - Audit conducted By ORD - Las Vegas

### 3.4 Technical Assistance

#### Quality Assurance Planning Documents

<i>Type</i>	<i># of Plans Reviewed</i>	<i># of Plans Approved (Optional)</i>	<i>Average Time to Approval</i>
Quality Management Plans (or equivalents)	2		4.5 Months
QA Project Plans (or equivalents, e.g., Sampling and Analysis Plans, etc.)	133		18 Days

#### Other Technical Assistance

<i>Organization</i>	<i>Type of Assistance</i>
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### 3.5 QA Guidance

No new Regional QA Guidance or changes to SOPs occurred this fiscal year.

### 3.6 Publications and Presentations

No new publications/presentations to report this fiscal year.

### 3.7 Awards and Recognition

Special accomplishment team recognition awards from the Superfund Program for QA plan development and assessment support of Nike Missile Site, Duwamish Waterway, Portland Harbor and Couer d' Alene Residential Cleanup.

### 3.8 Other QA Management Accomplishments

No other QA Management accomplishments to report this year.

## 4. ASSESSMENTS OF QUALITY SYSTEMS

In terms of meeting it's corrective action goals that were outlined in the previous assessment on the Region's Quality System, during FY'04 a presentation of the RQAM met with the Regional Executive Team to discuss implementation of the Region's Quality Management Plan. In FY'05, a letter of re-commitment to support the implementation of QA and other QA-related policies specified in the QMP across all Regional Programs and State Offices will be drafted and signed by the Regional Administrator.

Additional Quality System Assessments performed during FY'04 are provided below:

<b>Quality System Assessments</b>			
<b>Quality System Assessed</b>	<b>Assessor (and Org.)</b>	<b>Date(s)</b>	<b>Findings and Corrective Action Status</b>
<b>Washington Dept. of Ecology</b>	<b>Region 10</b>	<b>Nov. 2003</b>	<b>Completed, no outstanding corrective actions</b>
<b>Alaska Department of Environmental Conservation</b>	<b>Region 10</b>	<b>Sept. 2004</b>	<b>Findings Complete, no significant corrective actions</b>

## **5. Planned Activities**

The major activities planned for fiscal year 2005 include the following:

- support of QA plan development and review
- data validation and review
- coordinate/conduct pre-award audits of Contract Labs for Superfund Program
- training on QA/QC requirements at the
  - Basic Inspector Training in Seattle, Washington
  - Grants Management Training for Project Officers in Seattle, Washington
- Management Systems Reviews and/or Technical Systems Reviews of:
  - Idaho Dept. of Water Resources
  - Idaho Dept. of Environmental Quality
  - Idaho Dept. of Agriculture
  - Idaho Dept. of Health and Welfare
  - Urban Air Toxics Program (3 Lab / 2 Field)
  - Region 10 Manchester Environmental Laboratory
  - Environmental Service Assistance Team Support Contractor





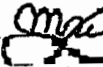
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

SEP 13 2002

OFFICE OF  
ADMINISTRATION  
AND RESOURCES  
MANAGEMENT

**MEMORANDUM**

**SUBJECT:** Region 10 Proposed Reorganization of the Office of Innovation/Creation of the Office of Environmental Management and Information— **DECISION MEMORANDUM**

**FROM:** Morris X. Winn   
Assistant Administrator

**TO:** The Administrator

**PROPOSAL**

Region 10 proposes a variety of organizational changes to more strategically manage its workforce. The creation of a new Office of Environmental Management and Information (OEMI) will provide a central point of contact for internal and external inquiries. The Office for Innovation (OI) will be disbanded and its functions will be integrated into other Offices throughout the Region. The Office for Civil Rights and Environmental Justice (OCREJ) and the Office of Enforcement and Compliance (OEC) will be combined to create a new Office for Civil Rights, Enforcement and Environmental Justice (OCREEJ), which will increase communication and strengthen strategic planning for these programs. Lastly, an Alaska Oil & Gas Sector function will be created and attached to the Regional Administrator's Office to address this timely issue.

**REVIEW AND ANALYSIS**

The reorganization was circulated to all Headquarters' organizations and the ten Regions for a two-week review during July, 2002. The Office of Policy, Economics and Innovation (OPEI) and the Office of Small and Disadvantaged Businesses (OSDBU) submitted advisory comments, which are described below. No issue resolution comments were submitted. All other reviewing offices concurred or did not respond. There will be no impact on Region 10's GS-14/15 ceiling, nor will there be an effect on the supervisor-to-staff ratio.



*Advisory Comments*

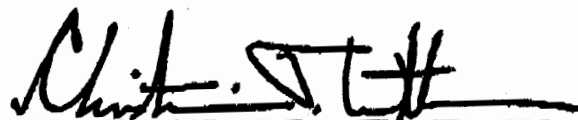
OPEI stressed the importance of maintaining regional support for Agency-wide innovation programs and initiatives in Region 10 after the elimination of the OI. Region 10 responded that the Deputy Regional Administrator has communicated to all staff that the majority of the OI functions are being retained in the new organization, OEMI, with the remainder integrated throughout the Region.

OSDBU expressed concern about the shifting of the MBE/WBE function to the new OCREEJ, the reduction in staff to support this function, and a preference for the function to be located within the regional Grants office. Region 10 responded that core programs are being reduced across-the-board, and that the placement of the MBE/WBE function would be better supported in the OCREEJ, where the function will receive the most senior attention.

**RECOMMENDATION**

We recommend that you approve this reorganization proposal. We believe these organizational changes will create new efficiencies through the consolidation of functions in closely-related programs. This reorganization will also enable the Region to meet the challenges of future budget issues and still retain equivalent service levels.

Approved:



Christine Todd Whitman

Date:

OCT 7 2002

**Attachments**

- Tab A: Directives Clearance Record
- Tab B: Reorganization Proposal



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

MAR 11 2004

OFFICE OF  
ADMINISTRATION  
AND RESOURCES  
MANAGEMENT

**MEMORANDUM**

**SUBJECT:** Proposed Region 10 Reorganization — **DECISION MEMORANDUM**

**FROM:** Rafael DeLeon, Director  
Office of Human Resources and Organizational Services

**TO:** David J. O'Connor  
Acting Assistant Administrator

**ISSUE**

Region 10 is proposing a reorganization to establish a new consolidated and centralized Office of Compliance and Enforcement with a new SES Director.

**PROPOSAL**

Region 10's proposal will serve to strengthen the overall enforcement and compliance assurance program in the Region. The proposed changes include:

- Consolidation of most of the Region's compliance and enforcement within the new Office of Compliance and Enforcement including the following units:
  - NPDES Compliance (from the Office of Water)
  - Air and RCRA Compliance (from the Office of Air Quality and the Office of Waste and Chemicals Management)
  - Pesticides and Toxics (from the Office of Ecosystems and Communities and the Office of Waste and Chemicals Management)
  - Ground Water (from the Office of Water)
  - Program Management (proposed new unit)
  - Compliance Monitoring (proposed new unit).
- Transfer the civil rights, the environmental justice, and the minority/women's business enterprise functions from the Office of Civil Rights, Enforcement and Environmental Justice to the Office of Management Programs; and transfer of the

sustainability and environmental management systems' function to the Office of Environmental Management and Information.

### **REVIEW AND ANALYSIS**

- **Review and Comments Resolution:** In December 2003, the proposed reorganization was circulated to the entire Agency (Attachment A). **Issue resolution** comments were received from the Administrator's Office (AO). A summary of the issue resolution and advisory comments received and Region 10's resolution is attached (Attachment B). AO's issue resolution comments centered around concerns that the civil rights function must operate independently and have a direct access to senior leadership; identifying an EEO Officer; more senior management to focus on civil rights and diversity; and correctly identifying regional level responsibilities for the civil rights program in the proposed functional statement. Region 10 re-submitted the reorganization package and made the appropriate changes to comply with AO's suggestions and satisfactorily addressed each area of concern. The Office of Enforcement and Compliance Assurance and the Office of Inspector General indicated their support for the reorganization proposal. The Office of Air and Radiation, and Regions 3, 8, and 9 responded with no comments. All comments have been addressed and satisfactorily resolved.
- **14/15 Ceiling & Supervisory-to-Staff Ratio:** There will be no impact on the GS-14/15 ceiling. It is anticipated that the proposed SES Director position will have minimum impact on the supervisor-to-staff ratio, which is currently 1:9.78.

### **RECOMMENDATION**

We recommend that you approve this reorganization proposal. We believe that the new structure will serve to strengthen the overall enforcement and compliance assurance program in the Region.

Approved:

David J. O'Connor  
David J. O'Connor

Date:

3/29/04

Attachments:

Tab A: Reorganization Reviewers  
Tab B: Region 10's Comments Resolution  
Tab C: Reorganization Proposal



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**

**REGION 10**

1200 Sixth Avenue  
Seattle, WA 98101

April 16, 2004

Reply To  
Attn Of: OMP-162

**MEMORANDUM**

**SUBJECT:** Proposed Region10 Reorganization — **DECISION MEMORANDUM**

**FROM:** Julie Hagensen  
Assistant Regional Administrator

**TO:** L. John Iani  
Regional Administrator

**ISSUE**

Region 10 is proposing to merge the Office of Air Quality (OAQ) and the Office of Waste and Chemicals Management (OWCM) into a combined office under the name of: Office of Air, Waste and Toxics.

**PROPOSAL**

Region 10's proposal is designed to better serve the public, regional staff, and EPA's mission of enhancing and protecting human health and the environment. The focus is on opportunities to build on the strengths, while seizing opportunities to center on areas of communication, outreach, and intergovernmental relations. The basis for this need includes:

- ▶ Creating a more transparent organizational structure that is easier for our customers (and ourselves) to understand and utilize.
- ▶ Decreasing the overall size of the Executive Team/direct reports to the RA/DRA.
- ▶ Enhancing government-to-government relationships.
- ▶ Enhancing both internal and external communications.
- ▶ Clarifying and enhancing the Region's ability to provide assistance and access to the Tribes, and to articulate and address their concerns.

**REVIEW AND ANALYSIS**

- ▶ **Review:** In April 2004, the proposed reorganization was circulated to the Office of Administration and Resources Management (OARM), the Office of Air and Radiation (OAR), the Office of Solid Waste and Emergency Response (OSWER), the Office of Prevention, Pesticides, and Toxic Substances (OPPTS), the Office of General Counsel (OGC), the Office of Inspector General (OIG), and Region 10.
- ▶ **Comments Analysis:** Comments received were advisory in nature. OARM addressed the required approval by the Deputy Administrator for the Director, SES position. OGC advised on coordination with our local labor relations official, however, neither of the organizations affected are covered by a bargaining unit. No issue resolution comments were received.
- ▶ **14/15 Ceiling & Supervisory-to-Staff Ratio:** There will be no impact on the GS-14/15 ceiling. It is anticipated that the proposed SES Director position will have minimum impact on the supervisor-to-staff ratio, which is currently 1:9.78

### **RECOMMENDATION**

I recommend that you approve this reorganization proposal. I believe that the new structure will serve to strengthen the overall air, waste and toxics programs in the Region.

Approved: /s/ L. John Iani  
L. John Iani, Regional Administrator

Date: 5/5/04

Attachment:

Tab A: Reorganization Reviewers

Tab B: Reorganization Proposal



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**

**REGION 10**

1200 Sixth Avenue  
Seattle, WA 98101

July 21, 2004

Reply To  
Attn Of: OMP-162

**MEMORANDUM**

**SUBJECT:** Office of Ecosystems, Tribal, and Public Affairs - REORGANIZATION  
DECISION MEMORANDUM

**FROM:** Julie Hagensen  
Director, Office of Management Programs

**TO:** L. John Iani  
Regional Administrator

**NEED**

This reorganization is driven by several factors which include the need to increase senior management involvement in EPA Tribal programs; strengthening intergovernmental relations; strengthening and consolidating the Region's community involvement, outreach and information services; and to respond to the changing mission needs of the Agency in the area of strategic planning for the water programs.

Increase Senior Management Involvement in EPA Tribal Programs: This reorganization places the Tribal programs under the direction of a Senior Executive Service (SES) manager. This management emphasis will strengthen efforts to develop and implement Cross Program activities responsive to tribal issues, concerns and needs. It will also bring career EPA management oversight to the Tribal Grants Program which presents an enormous management challenge to the Region because of the sheer numbers of grants expected. The reorganization retains the Tribal Operations Director position as a direct report to the Regional Administrator's Office. This position will continue to work actively to improve EPA-Tribal working relationships, by working directly with Tribal leaders, serving on Tribal workgroups and representing the Region at Regional and National Meetings.

Strengthen Intergovernmental Relations: This reorganization consolidates many intergovernmental functions that are cross program in nature or emphasize partnering with federal or international agencies under the direction of an SES manager. To that end, the Congressional Liaison, International Affairs, NEPA, (National Environmental Protection Act), Wetlands, Sediment and Ocean Dumping Programs are all in this new Office. NEPA is included because it depends on cross program federal partnerships. The Wetlands, Sediment and Ocean Dumping Programs are included because they rely on a unique partnership with the U.S. Army

Corps of Engineers, and they work closely with the NEPA Program.

**Strengthen and Consolidate Region 10 Community Involvement, Outreach and Information Services:** This reorganization consolidates a number of Regional programs that all sought to involve, empower, enable, educate or provide information to communities or sectors. This includes involving communities in important decisions that EPA has to make, providing resources via grant programs such as Geographic Initiative funding or Environmental Education funding, actively working with communities on local work groups, commissions, etc. Sectors such as agriculture and statewide sector organizations are included.

To respond to the changing mission needs of the Agency, a major consideration in the reorganization is the current direction in strategic planning for the water programs. Headquarter's recent strategic planning efforts have highlighted the need for watershed program integration. One of the main measures of success for the water program will be its ability to deliver watersheds that meet water quality standards. Integration will increase our ability to deliver on-the-ground environmental results. Holistic watershed planning is a core feature of the watershed "vision". This function is currently housed in NRMU. As a integrating feature, we should be better able to deliver watershed improvements and enable the Agency to communicate more effectively internally and externally with stakeholders. This will provide optimal service at best value and respond to the changing mission of the Agency

The agency will be more productive as a result of the creativity, synergy and improved problem solving ability that will be created by a diverse, well functioning Office.

## **PROPOSAL**

### **●□ Significant Changes:**

To address the needs identified above, a new Office will be established, and two other existing Offices will have additional functions added to their responsibility. The following description describes these changes:

### **Creation of the Office of Ecosystems, Tribal, and Public Affairs:**

Three Units from the former Office of Ecosystems and Communities will be consolidated with parts of the Office of Communication, Education and Change and the Office of Tribal Operations into the new Office of Ecosystems, Tribal and Public Affairs.

- New Office - Office of Ecosystems, Tribal and Public Affairs (Replaces Office of Ecosystems and Communities, Office of Communication, Education and Change and the Office of Tribal Operations).
- Office of Communication, Education and Change - the functions described above moved to Office of Ecosystems, Tribal and Public Affairs's Immediate Office, Community Involvement

and Public Information Unit and Ecosystem and Community Health Unit.

- Office of Tribal Operations - moved to Office of Ecosystems, Tribal and Public Affairs' Tribal Trust and Assistance Unit. The Tribal Office Director position will become part of the RA's Immediate Office and will be focused on bringing outside perspectives into the deliberation of regional issues, to strongly influence Agency decision-making, and to articulate the Region's policies, plan, and initiatives to Tribal governments.
- Office of Ecosystems and Communities - Natural Resources Management Unit moved to the Office of Water; the other 3 Units described above moved to the Office of Ecosystems, Tribal and Public Affairs.

### **Office of Water and Watersheds:**

Natural Resources Management Unit (NRMU) currently within the Office of Ecosystems & Communities will be consolidated within the Office of Water. This action will provide optimal service at the best value by consolidating the functions in the NRMU with the Office of Water and Watersheds. This will represent a streamlining and natural alignment of water functions with NRMU bringing a number of non-point source, funding, and watershed programs to the Office.

### **Office of Management Programs:**

The Organizational Effectiveness function will be moving to the Office of Management Programs (OMP) from the Office of Communication, Education and Change. An Office within the Immediate Office of the OMP will be established to manage the Civil Rights and Environmental Justice functions previously moved to the OMP as well as the Organizational Effectiveness function.

### **●□ Key Discussions To Date:**

Top Regional management officials discussed and obtained agreement to our reorganization proposal from the following headquarters offices: AIEO; OPA; OCIR; OFA; OIA; OCHP; OWOW; OSWER - OSRTI; OPP (Pesticides); OW; States - State Water Program Directors

We have also informed and sought input from Tribal Governments in the following forums: Annual Regional Tribal Leaders Summit; Regional Tribal Operations Committee (RTOC); Meetings Tribal Caucus of the RTOC; the RA and DRA held a meeting with 30 tribal leaders and representatives.

## **REVIEW AND ANALYSIS**

### **• Reviews and Comments Resolution:**



The reorganization proposal was reviewed by the following headquarter offices: AO (editorial), OARM, OCFO, OGC (Advisory), OIA, OIG, OPPTS, OSWER, OW.

Very few comments were received during the formal review process. Comments that were received were not substantive in nature, but more in the lines of identifying typos and some formatting errors. We did receive a comment from OGC to assure that we had reviewed the proposal with our local bargaining unit.

The formatting errors and typos were corrected. OGC was informed that there are not any bargaining unit positions included in the reorganization proposal.

- **14/15 Ceiling & Supervisor-to-Staff Ratio:**

This reorganization in itself, does not impact the supervisory-to-staff ratio or the GS-14/15 ceiling.

### **RECOMMENDATION**

I have received notice from the Office of Administration and Resources Management's Office of Human Resources that all comments have been satisfactorily resolved and the proposal is ready for approval.

Approved: /s/ Ron Kreizenbeck, for  
L. John Iani

Date: July 22, 2004

### **Attachments:**

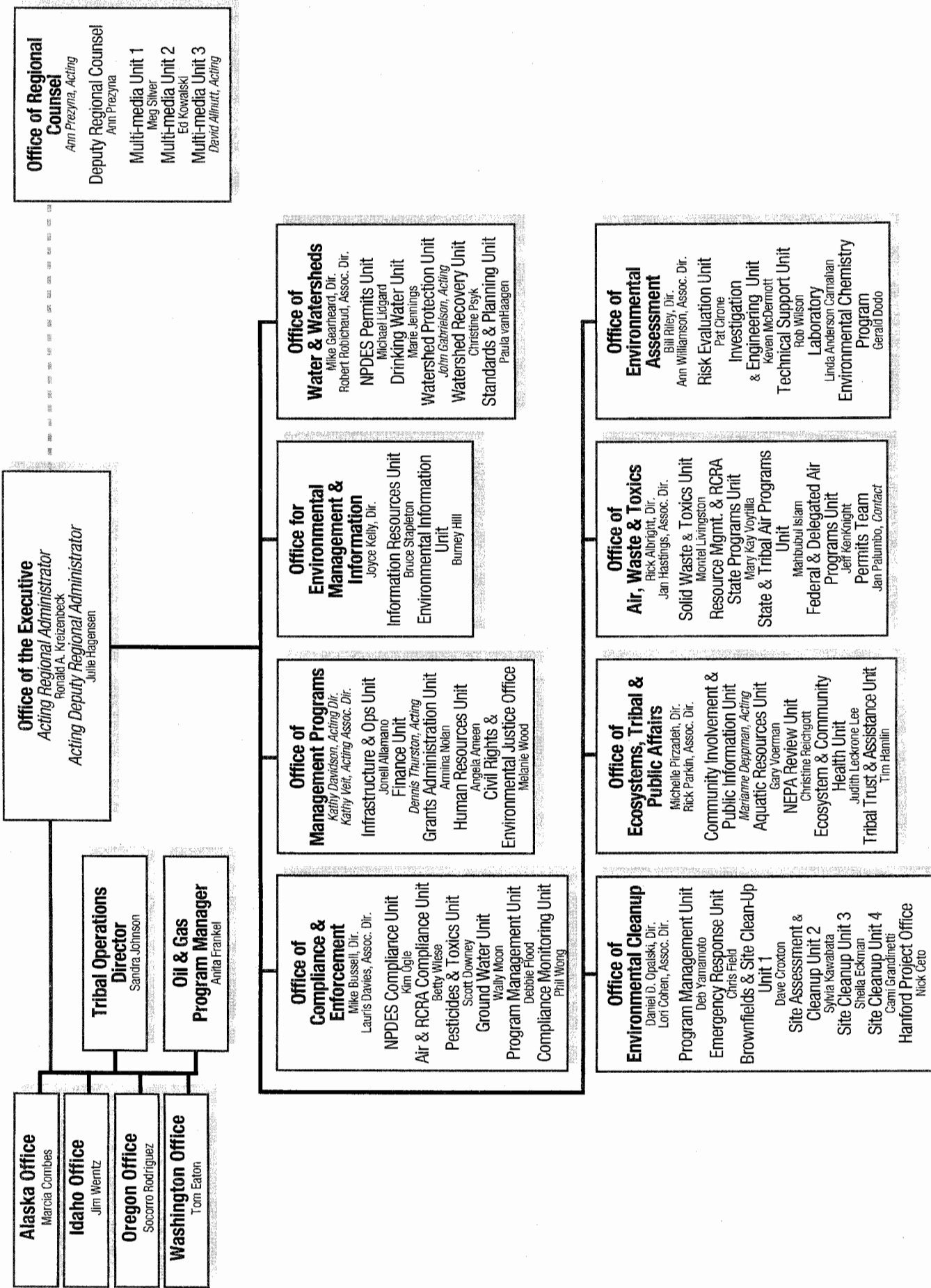
**Tab A:** Reorganization Proposal Forms

**Tab B:** Comments Resolution Summary



## Region 10 Organizational Structure

October 14, 2004



To make changes or request additional copies, contact: Angela Ameen, Human Resources Officer, OMP-162, 553-2957